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## **INDIANA COMMISSION ON PROPRIETARY EDUCATION**

### *Board of Commissioners Meeting Memorandum*

**Date:** March 12, 2008

**From:** Ross Miller, Director of Accreditation

**Subject:** DriveTek Transmission Training Academy, 5-Year On-site Evaluation

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#### **Staff recommendation**

In accordance with Title 570 IAC (D) [Phase Four-Fully Accredited Status], it is the recommendation of the Commission staff that DriveTek Transmission Training Academy be granted Fully Accredited status.

#### **Background**

DriveTek Transmission Training Academy was initially begun by Becky Ramer in 1997. DriveTek Transmission Training Academy of Jeffersonville is the only automatic transmission training facility with an approved curriculum by Department of Labor, Bureau of Apprenticeship and Training.

#### **School Description**

DriveTek Transmission Training Academy offers two certificate programs. "Transmission Technician" is a 1040 clock hour program offered over 6 months at a cost of \$12,000. "Transmission Rebuilder" is a 520 clock hour program offered over 3 months at a cost of \$8,000.

#### **Evaluation Team**

The evaluation team consisted of two evaluators. One scheduled team member did not attend the evaluation and was unable to reschedule. Each evaluator was serving for the first time.

Mr. Jeff Meyers has worked in the automotive industry for over 3 decades. Mr. Meyers has been employed doing transmissions for the past 5 years. Mr. Larry Taylor has been an automotive mechanic for the past 9 years at Bales Auto Mall.

#### **Evaluation Results**

Mr. Jeff Meyers recommended DriveTek Transmission Training Academy retain Fully Accredited status. Mr. Meyers marked 19 categories outstanding, 2 categories superior, and 3 categories satisfactory.

Mr. Larry Taylor recommended DriveTek Transmission Training Academy retain Fully Accredited status. Mr. Taylor marked 7 categories outstanding, 15 categories superior, and 2 categories satisfactory.

#### **Conclusion**

DriveTek Transmission Training Academy has been in operation for over 10 years. In that time the Commission has not received any complaints from students. Students interviewed during the evaluation were more than satisfied with the training.

Staff concurs with evaluators in recommending that DriveTek Transmission Training Academy retain Fully Accredited status.

**Supporting Documentation**

1. Mr. Jeff Meyers, evaluation checklist
2. Mr. Larry Taylor, evaluation checklist

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Date of Evaluation: JANUARY 28, 2008

Institution Evaluated: DRIVETEK TRANSMISSION TRAINING ACADEMY

Name of Team Member: JEFF MEYERS

**CHECK LIST FOR TEAM EVALUATORS**

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- |                |                   |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory   |
| 2. Superior    | 4. Unsatisfactory |

There is space for comments. The asterisk (\*) denotes requested comments in order to better explain your evaluation.

**CATEGORY I -- EDUCATIONAL OBJECTIVES**

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

+++ _____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

+++ _____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

+++ _____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

**CATEGORY II -- FACULTY**

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

+++ _____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:*

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

C. The faculty appear to be satisfied with the overall institution.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

### **CATEGORY III -- STUDENT POLICY**

A. Student counseling is adequate to show concern for the individual student's personal attainments.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

B. The student/administration relationship reflects a healthy and stable rapport within the institution.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

C. The student educational needs are met by the institution.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

### **CATEGORY IV ADMISSION PRACTICES**

A. The admission policy of the institution is well administered and the school is reasonably selective.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
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Comments:

#### **CATEGORY V STUDENT RECRUITMENT**

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

1. Outstanding	2. Superior	+++ 3. Satisfactory	4. Unsatisfactory*
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Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
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Comments:

- C. The students appear to have an honest impression of the institution before they enroll.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
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Comments:

#### **CATEGORY VI PHYSICAL FACILITIES**

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

1. Outstanding	2. Superior	+++ 3. Satisfactory	4. Unsatisfactory*
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Comments:

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

1. Outstanding	+++ 2. Superior	3. Satisfactory	4. Unsatisfactory*
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Comments:

C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

+++	+++		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: .			

### **CATEGORY VII COURSE ORGANIZATION**

A. The instruction materials are comprehensive, accurate and well organized.

+++			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

+++			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

### **CATEGORY VIII OBJECTIVES**

A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

+++			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

B. Student records adequately reflect the student's progress during his period of enrollment.

+++			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: .			

C. The student records adequately reflect the student's placement after his/her training with the institution.

		+++	
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

D. Characterize your impression of the institution.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

+++ 1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

**Please initial the status you believe this institution should receive.**

**1. No Status** – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. \_\_\_\_\_

**2. Candidate** -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. \_\_\_\_\_

**3. Accreditation with Recommendations** – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. \_\_\_\_\_

**4. Fully Accredited** – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. **++++** \_\_\_\_\_

**If status is 1, 2, or 3, list your specific reasons or recommendations below.**

*Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.*

**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM**



**Team Member's background, as related to evaluation participation, is as follows:**

*Please describe appropriate background experience and credentials.*

33 YEARS AUTO SERVICE EXAM CERTIFIED  
HAVE WORKED AT CAMZ FOR 5 YEARS AS A TRANSMISSION MECHANIC  
WORKED AT:  
MAINSTREAM TRANSPORTATION FOR 10 YEARS  
KEN AND TOMMY'S FIRESTONE FOR 5 YEARS  
GOODYEAR FOR 5 YEARS  
RAY'S FORD 2 YEARS

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Date of Evaluation: JANUARY 28, 2008

Institution Evaluated: DRIVETEK TRANSMISSION TRAINING ACADEMY

Name of Team Member: LARRY TAYLOR

**CHECK LIST FOR TEAM EVALUATORS**

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

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**CATEGORY I -- EDUCATIONAL OBJECTIVES**

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>1. Outstanding</u>	<u>+++</u> <u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

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*Comments:*

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

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C. The faculty appear to be satisfied with the overall institution.

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*Please describe appropriate background experience and credentials.*

LARRY TAYLOR HAS BEEN EMPLOYED BY BALES AUTO MALL FOR 9 YEARS.  
AUTO MECHANIC AND MAINTENANCE